

# Manual for the Preparation of Theses

at the Chair of  
Macroeconomics and Political Economy

September 20, 2011

## Abstract

In the first part, this manual walks you through the most important steps in applying for a bachelor's- or master's thesis. Please study this manual carefully, as it will help you to make it through the application procedure more efficiently. Moreover, keep in mind to plan your paper well in advance. In the second part, the supervision procedure is described.

## 1 Application Procedure

### 1.1 Application Procedure in a Nutshell

1. Study this manual carefully.
2. Study the research topics in the document on our website, think about possible thesis topics and read the related literature.
3. Send your complete application to Andreas Müller ([andreas.mueller@econ.uzh.ch](mailto:andreas.mueller@econ.uzh.ch)).
4. Your proposal is accepted, or possibly rejected.

### 1.2 Requirements of the Faculty

Next to the requirements of the chair, you have to consider the general requirements of the Faculty of Economics, Business Administration and IT. You have a good chance to find the regulations here

<http://www.oec.uzh.ch/studies/general/regulations.html>

### **1.3 Requirements of the Chair**

1. We only accept students from the bachelor's and master's program in economics (Volkswirtschaftslehre) that have already passed or currently attain at least one of the following lectures (titles may differ slightly from past semesters):
  - Economic Growth (B.A.)
  - Political Economics (M.A.)
  - Macroeconomics for Research Students (M.A.)
  - Human Capital, Technological Change and Financial Development in a Global World (M.A.)
  - Growth, Technical Change and Institutions (M.A.)
2. All papers have to be written in English.

### **1.4 Application**

Candidates are requested to send their application in English to Andreas Müller ([andreas.mueller@econ.uzh.ch](mailto:andreas.mueller@econ.uzh.ch)).

Your application contains the following documents and information:

- Curriculum Vitae
- Up to date academic record
- A short proposal (discuss your research topic and the related literature on about two pages)
- Major field of study
- List of written theses (seminar, bachelor's, ...)
- Earliest date of start

During the semester we will answer your application within seven work days. We may ask you for a revision of your proposal before we take the final decision.

## **1.5 Formal Requirements**

Your paper should be structured as follows

1. Title page (see examples in the appendix)
2. Abstract
3. Table of Contents
4. Text
5. Bibliography
6. Appendix (if applicable)

Bachelor's theses should not exceed 40 pages, and master's theses are at maximum 50 pages. We strongly encourage you to make use of the text processing system  $\text{\LaTeX}$ , it will give you priceless assistance in formatting your thesis. However, it is also possible to write the paper with an alternative text processing system. Concerning citations, references, and footnotes you are expected to follow roughly the sample theses on our website.

## **2 Supervision Procedure**

### **2.1 Supervision**

An assistant from the chair is assigned to each candidate to supervise the thesis. Students should contact their advisor when they have major questions, however, we expect you to deal with the thesis in an autonomous fashion.

## 2.2 Milestones

The supervision procedure for each thesis consists of five sequential steps and the completion of each step is marked by a milestone. Students contact their advisor whenever they have reached the next milestone. The procedure is summarized in Figure 1.

- Milestone 0:  
The first step starts with a successful application and ends with the kick-off meeting. After the meeting, advisor and student have agreed on the topic of the thesis, in particular on the literature and the data sets that the thesis will be based on, as well as on the date of start.
- Milestone 1:  
Based on the kick-off meeting, the advisor formulates the exact title of the thesis and sends it on time to the Dean's office. At the date of start students can pick up their topic at the desk of the Dean's office and time runs.
- Milestone 2:  
After at most a sixth of the working time the students send their advisor an extended table of contents. This document contains all sections of the thesis as well as the bibliography. In each section, the student gives a short summary (just use a few lines) of the section's intended content. The advisor gives a short feedback.
- Milestone 3:  
Not exceeding two thirds of the working time students send their advisor a preliminary draft of the thesis. All sections and main results of the thesis should already be worked out, even though in a preliminary fashion. Advisors give students an extensive feedback.
- Milestone 4:  
Students hand in the thesis at the Dean's office, the thesis will be evaluated according the following criteria:
  1. Focus:  
Students should focus the thesis on the stated research topic, for

Timeline:

Input/Output:

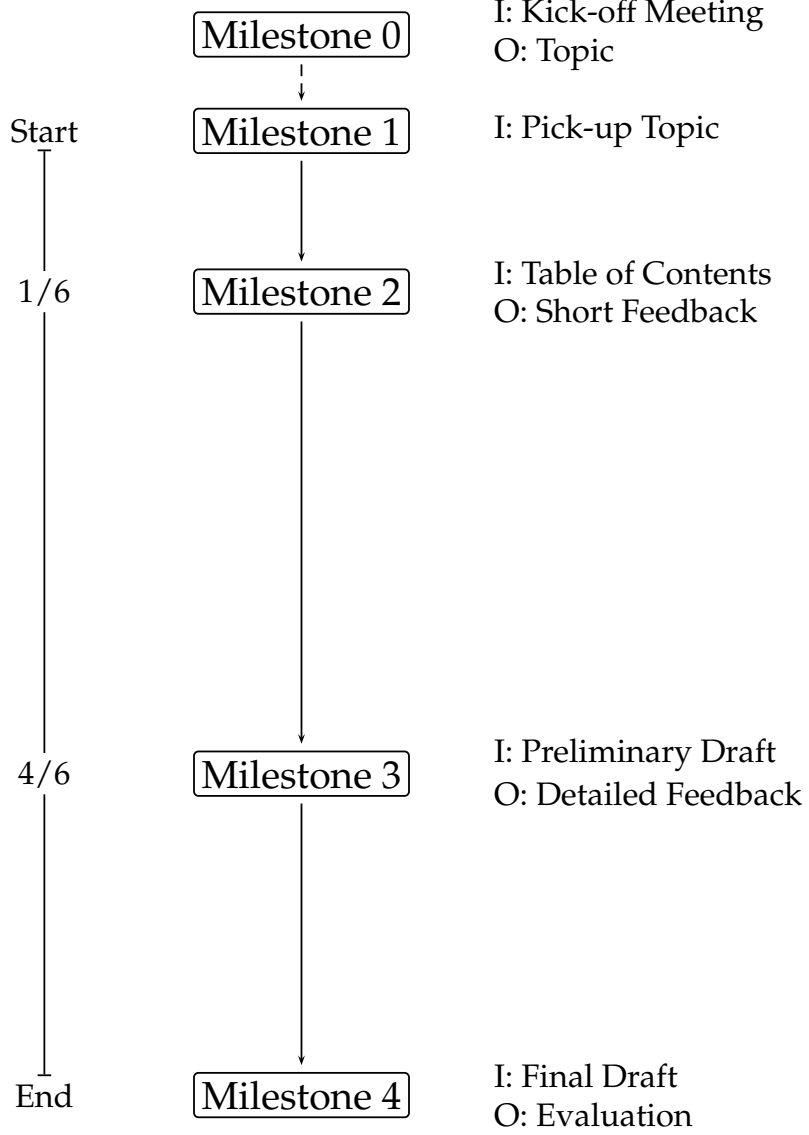


Figure 1: Supervision Procedure

each paragraph they should have a good answer to the question: "So what?"

2. Readings:

Students should have a good understanding of the literature and select the papers that are most relevant and most recent for the thesis topic.

3. Method:

Students should apply empirical and/or theoretical methods that are related to those they were taught during their studies. They should explain the most important aspects of the method and argue why it is adequate for answering their research question. The method should be executed correctly.

4. Argument:

Students should take an independent position from the existing literature and present an analysis that goes beyond merely a literature review or a descriptive account of data. They should draw conclusions and make connections not immediately evident in the literature.

5. Presentation:

We have no strict rules, but the thesis should make a nice overall impression. Students should have a standardized layout and bibliography as well as correct spelling, grammar, and citations.

## **A Appendix**

On the next pages, you can find the layout of the title page you should use for your bachelor's- or master's thesis.

# Title of Your Bachelor's Thesis

**Bachelor's Thesis**  
supervised by the

**Department of Economics at the University of Zurich**

Prof. Dr. Fabrizio Zilibotti

to obtain the degree of  
**Bachelor of Arts UZH (in Economics)**

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Author: Peter Example  
Course of Studies: Economics  
Student ID: xx-xxx-xxx  
Address: Beispielgasse 1  
8000 Zürich  
E-Mail: p.example@access.uzh.ch  
Closing date: September 20, 2011

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# Title of Your Master's Thesis

**Master's Thesis**  
supervised by the

**Department of Economics at the University of Zurich**

Prof. Dr. Fabrizio Zilibotti

to obtain the degree of  
**Master of Arts UZH (in Economics)**

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Author: Peter Example  
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